
AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS

EXTENSION SERVICE

T. O. WALTON, Director

COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

(The Agricultural and Mechanical College of Texas and the United States
Department of Agriculture Cooperating).

Distributed in furtherance of the Acts of Congress of May 8, and June 30, 1914.

BULLETIN B-57

COLLEGE STATION, TEXAS

DECEMBER, 1920



Record Book for Secretary of Boys' and Girls' Community Agricultural Clubs.

Name of This Club_____

County _____, Schools_____

Name of President_____ P. O. _____

Name of Secretary_____ P. O. _____

Teacher in Charge_____ P. O. _____

County Agent _____ P. O. _____

County Home Demonstration

Agent _____ P. O. _____

PURPOSE OF THIS BOOK

This book is really a form for the use of the secretaries of Boys' and Girls' organizations in making their yearly report to the County and Home Demonstration Agents, showing:

1. Enrollment in different clubs in the organization.
2. Minutes of all meetings held during the year.
3. Number completing the work and making reports.
4. Total production in all clubs, value, cost and net profit.
5. Other miscellaneous club activities.

This plan, therefore, suggests that there are four distinct things we want the organization to do, namely:

1. Look after the matter of enrolling members after the organization is once perfected.
2. Collect all record books from members of the organization at the close of the year.
3. Compile data from record books showing amount produced by each club, such as corn, pigs, poultry, etc., the value of the production, cost and net profit and report this to the County Agent by filling in forms found in the back of this book.
4. At the beginning of each year, either in December or January, to revise the membership of the organization and furnish same to the two agents in the county on forms prepared especially for this purpose.

The only difficulty that will likely come in carrying out this plan will be the filling in of the pages in the back showing production, value, cost and net profit and this will not be so difficult if **each member will keep his or her own record book accurately and complete.** The big job, therefore, for the President and the Secretary of the organization is to see to it that each member keeps and submits a good record book.

As a suggestion for keeping in touch with members to see who is keeping the record books, the members might be required to bring their record books to some of the meetings for inspection; committees might also be appointed to visit members personally and find out if records are being kept. Any member that continually refuses or neglects to keep records should be dropped.

The officers of the organization should call upon the county and home demonstration agents and their teachers for assistance in keeping this book.

SUGGESTIONS FOR MAKING YOUR CLUB A SUCCESS.

On the back page of this book will be found the score card by which will be determined the club that makes the best record in the county or in the state. See that each member understands the full meaning of this score card.

If you want your club to be the best; First, enroll as many members as possible; second, see that each member is present at every meeting. Make each program more interesting than the last. Not only be present and do your part but see that each of the members is there and does his part as well. Have a goal to reach. The pig club may decide to raise a ton of pork, the poultry club to make a \$1000.00 profit. Select an aim,—Attain it. Keep your record book always in a convenient place so that you may fill it out daily. This is one of the two most important things in club work. If you do not understand how to keep it your agent, club secretary or teacher will be glad to show you. By keeping your record book up-to-date you will be getting ready a little each day for the final report and exhibit at the year's end. Help your club get 30 points for having the greatest number of members reporting a full year's work. Prepare now for your exhibit. If you can't have everything required, bring what you have. Invite leading farmers and home makers to instruct your club regarding methods. Keep the community aware of what you are doing. Do your best to make your club win the prize offered to that club showing the highest score in the state. A prize might be offered in your own county for the best club. You might start this fund by having the secretary become an agent for a good boys' and girls' agricultural paper, thus giving the membership not only money in the treasury but, more important still, keeping it in touch with news from clubdom.

Standard Club Requirements.

1. A Standard Club shall have a membership of at least five working on the same project.
2. There must be a local club leader in charge during the club year.
3. There must be a local club organization with the necessary officers and duties.
4. There must be a definite club year program of work.
5. There must be held at least six regular club meetings during the year.
6. A local exhibit must be held annually.
7. At least 60 % of the members must complete the project and file a final report with the County or Home Demonstration Agent.

SUGGESTED CONSTITUTION FOR BOYS' AND GIRLS' COMMUNITY AGRICULTURAL CLUBS.

I NAME

This club shall be known as the-----
Community Agricultural Club of-----County.

II OBJECTS

1. To teach the boys the fundamental principles of agriculture and the best methods of livestock growing.
2. To teach the girls the principles of gardening, poultry raising and home science and home building.
3. To teach the advantages of organization and co-operation in the marketing of their products.
4. To teach the rules of parliamentary practice and methods of organizing and conducting meetings.
5. To teach the principle that "In Union There is Strength" and to develop more and better phases of social life.

III MEMBERSHIP

The membership of this club shall be composed of boys and girls who have undertaken a definite piece of agricultural work under the direction of a County Agent or a Home Demonstration Agent.

IV OFFICERS

The officers of this club shall consist of a President, a Vice-President, a Secretary-Treasurer and a Reporter.

V DUTIES OF OFFICERS

(A) PRESIDENT:

The President shall preside at all meetings; call special meetings at the request of three members; appoint all committees; audit and approve the Secretary-Treasurer's books at the close of each year and perform such other duties as usually devolve upon a presiding officer.

(B) VICE-PRESIDENT:

The Vice-President shall perform the duties of the President in the absence of that officer.

(C) SECRETARY-TREASURER:

The Secretary-Treasurer shall keep a correct record of all meetings, read same and call roll of members at each meeting, record the receipt and expenditure of all funds, pay out monies on the order of the members and render a financial statement at the close of each year.

(D) REPORTER:

The Reporter shall furnish to local newspapers items of interest in connection with the activities of this club and give such information as may be requested by the Extension Service of the A. and M. College of Texas or its local representatives.

VI COMMITTEES

The Standing Committees of this club shall be, a Membership Committee, a Finance Committee and a Program Committee.

Other Committees may be named as the need of them is found to exist. All Standing Committees shall serve till the close of the year's work.

VII DUTIES OF COMMITTEES

The Membership Committee shall endeavor to induce every eligible and worthy boy or girl in this community to become members of this club.

The Finance Committee shall have charge of raising such funds as may be required for promoting the best interests of this club.

The Program Committee shall furnish to the Secretary, at each meeting, a social and educational program for the next meeting.

Special Committees shall perform such duties as may be required of them at the time of their appointment.

VIII MEETINGS

Regular meetings shall be held on the ----- of each month at-----or at such other place as may be designated.

Special meetings may be called as hereinbefore provided.

IX QUORUM

One third of the members of this club will constitute a quorum for proper transaction of business.

X ORDER OF BUSINESS

1. Meeting called to order by the President.
2. Song or yell practice.
3. Roll call by Secretary.
4. Read and approve minutes of last meeting.
5. Reports of Committees.
6. Unfinished business.
7. New business.
8. Rendering of regular program.
9. Reading of program for next meeting.
10. Adjournment.

MEANING OF THE EMBLEM.

The four-leaf clover represents the principles of scientific farming, rotation of crops, soil building, large production and greater profit on less acreage, and the science, art, and business of home making.

The four H's represent the equal training of the head, heart, hand, and health of every child, and his education in his home for his home and country.

The head should be trained to: (a) Think, (b) Plan, (c) Reason.

The heart should be trained to: (a) Be loyal, (b) Be kind, (c) Be true, (d) Be sympathetic.

The hands should be trained to: (a) Be useful, (b) Be helpful, (c) Be skillful.

The health should be trained to: (a) Resist disease, (b) Enjoy life, (c) Make for efficiency.

Every boy and girl who becomes a member of a Community Agricultural Club should therefore subscribe to the following pledge:

In support of the motto, "To Make the Best Better," I pledge

My Head to clearer thinking

My Hands to greater service

My Heart to truer loyalty and finer sympathy

My Health to efficient living, in service to my home

My Community, my Country, and my God.

RECORD OF ATTENDANCE

[illegible]

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[illegible]

MINUTES OF MEETING

1. Date_____ Place_____
2. Meeting called to order at_____
3. No. of members present:_____boys_____girls_____Total.
4. No. of members enrolled before this meeting_____
5. No. of new members enrolled at this meeting_____
6. Percentage of attendance at this meeting_____
- (To get percentage of attendance divide the number present by the number enrolled).
7. Name of agents present_____
- _____
8. No. of visitors present_____ Total attendance_____
- (In space below give special subjects discussed and demonstrations held, if any; also give any other features of interest of what your club is doing).

Signed_____President.

Signed_____Secretary

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